

## ACCEPTABLE INCOMING ITEMS LIST

Reference Administrative Directive 610.2, 610.3, 805,811  
Revision Date 3-1-2018

**NOTE: EFFECTIVE DECEMBER 1, 2013, ALL PACKAGES SHALL ONLY BE RECEIVED FROM AN APPROVED VENDOR** Only the items and amounts listed will be permitted. ALL ITEMS MUST BE IN FACTORY SEALED CONTAINERS AND REQUIRE

**NO REFRIGERATION, COOKING OR MICROWAVING.** Items packaged in contraband containers will not be accepted. All acceptable incoming items will be inspected. All incoming packages must have the patient's name and AT number. The unit number of the patient (if known) is helpful to further ensure proper and timely delivery.

♦*Package size may not be any more than 30 lbs. and/or 24L x 19W x 12H inches*♦

FOOD AND DRINK	PERMITTED TYPE	NON-PERMITTED TYPE	Comments
Beverage mixes	<b>Decaf</b> Tea, chocolate drink mix, fruit flavored drink mixes/drink mixes (bag type only, powder only, sugar free only).	<b>No</b> liquids. <b>No</b> Creamer <b>No</b> drinking bottles. <b>No</b> herbal teas of any kind. <b>No</b> containers with lids. <b>No</b> alcohol related flavors.	
Decaf Coffee	Instant or teabag type <b>only</b> (bag type only). No more than 80 ounces allowed at one time (Example. 5 - 3 oz. bags).	<b>No Caffeinated drinks or food</b> of Any kind No plastic or glass containers.	
Cakes, Cookies, Pastries	In secondary factory sealed packaging. Dried items <b>only</b> .	<b>No</b> fruit cake, <b>No</b> pastries that contain fruit. <b>No</b> tortillas, croissants, or bread like items.	
Chips	In sealed, Unopened factory packaging.	<b>No</b> chili, picante, spicy, flaming hot, habanero, cayenne peppers, wasabi. no plastic containers, etc.	
Candy, Crackers	In sealed, unopened factory packaging.	<b>No</b> liquor-filled candy, candy on sticks, candied or dried fruit, gum. <b>No</b> foiled wrapped items. <b>No</b> Skittles. No food containing caffeine.	
Cereal and Granola	Dried Cereal <b>without</b> dry fruit pieces In sealed, unopened factory packaging.	<b>No</b> fruit pieces in cereal, <b>No</b> trail mix with fruit <b>No</b> fruit.	
Cheeses, Meats	Individual Squeeze cheese allowed. Dried meats or cheeses that require <b>No</b> refrigeration. <b>No</b> meat with preservation pack.	<b>No</b> individual cheese/cracker packages that contain a utensil of any kind. <b>No</b> wet packed items. <b>No</b> chili, picante, spicy, flaming hot, habanero, etc.	ONLY Brushy Creek "Hot" beef summer sausage allowable. Same sold in the Canteen.
Nuts, Seeds	In sealed, unopened factory packaging. All types.	<b>No</b> shells on nuts or seeds permitted. <b>No</b> chili, picante, spicy, flaming hot, habanero, etc.	

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Soups	Dried soup <b>Ramen type from Vendor only</b> <b>Any brand</b> All ingredients must be listed in English	<b>No</b> Picante, Chili, or Cajun Flavors / Seasoning <b>No</b> soup that requires cooking or microwaving. <b>No</b> wet packed items or seasoning, etc. <b>No</b> “Cup of Soup” <b>No</b> condiments, <b>No</b> spices / seasonings, <b>No</b> food supplements, <b>No</b> rice, <b>No</b> pickles, <b>No</b> picante, hot, spicy, etc.	
Sugar and sweeteners	Individual sized sugar or sweetener packets – 10 max. In sealed, unopened factory packaging.	<b>No</b> enhancing ingredients.	
Protein bars			

PERSONAL CARE	PERMITTED TYPE	NON-PERMITTED TYPE	Comments
Shampoo / Conditioner	2 of each item per order maximum.	<b>No</b> products containing alcohol.	
Soap	Clear plastic containers only.	<b>No</b> products over 16 oz.	
Lotion		<b>No</b> “medicated” products.	
Deodorant	Colgate toothpaste 2.5 oz. only	<b>No</b> flammable products.	
Toothpaste			

ELECTRONIC EQUIPMENT	PERMITTED TYPE	NON-PERMITTED TYPE	Comments
Cassette tapes	Factory sealed only. Maximum allowed in possession is 20.	<b>No</b> home-made or blank tapes.	
Headphones	<b>Vendor purchase only.</b>	<b>No</b> steel in the headband, cannot block out sound from the environment, cord thickness will not be greater than 16-gauge, <b>maximum cord length 4 feet</b> . Cannot cup the ear. <b>No</b> Coby 130's, 160's or Coby 180's are allowed.	
Personal electronics Equipment	<b>Vendor purchase only.</b> Calculators, Dictionary, Thesaurus measuring less than 6x6x3. <b>Battery operated only.</b>	<b>No</b> accessories allowed. <b>No</b> rechargeable batteries or chargers. <b>No</b> equipment or games with USB connections; <b>No</b> items that record voice or data. <b>No</b> electronic devices that have capability to load data to or from another device. <b>No Gameboy</b> <b>No</b> Graphing Calculators.	
Radios/Walkman's LED Clocks (Digital) TV's- Model #'s only ACN-5326C/ACN5507C	<b>Vendor purchase only.</b> Clear shell only Size limit 5x5x2 Size limit for Action TV's 2.5 or 5 inch <b>Battery operated only.</b>	<b>No</b> Radio or TV accessories. <b>No</b> antennas will be permitted. <b>No</b> CD Players or CD's.	Refer to 9 CCR § 4350

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PERSONAL ATTIRE	PERMITTED TYPE	NON-PERMITTED TYPE	Comments
Hats	Straw Hats, Baseball style caps, kufi cap, yarmulke only. Only three colors of baseball-style caps Kofi, yarmulke allowed: solid white, light grey, or khaki (beige). Patients may not have more than 3 baseball caps in their possession. One straw type Hat allowed. One wave cap is allowed and may be only used on the unit and only in two colors: white or grey. No Du-rags.	<b>No</b> other headwear allowed. <b>No</b> metal in hats. No items that are obscene, have logos or designs, have stripes, sports teams, lettering, pictures that advertise or depict alcohol, gangs, profanity, sex, a weapon, drugs, or drug paraphernalia.	Not to exceed \$75 in value.
Jewelry	Necklaces- limited to one. Pendants-limited to one. Stud type earrings- limit 2 pair. Watches- limited to one. Not to exceed 1½" in diameter and ¼" in height and not to exceed 3 oz. Wedding bands- limited to two.	<b>No</b> larger than 1mm thick & No beaded necklace. <b>No</b> larger than a size of a .25 cent quarter. <b>No</b> other than Post type. <b>No</b> protrusions or cutting edges. <b>No</b> Medic Alert Bracelets. <b>No</b> butterfly clasps or fold-over clasps.	Not to exceed \$75 in value.
Shoes	Gym shoe type only, <b>without metal</b> . <u>No shoes with shoelaces allowed.</u> (Must be predominantly white).  Shower shoes: rubber only, single layer, and not to exceed 1" in thickness. (Black Khaki, or white)  Slippers/house shoes: no leather or leather-like materials. (Black, Grey, White)	<b>No</b> shades of red, blue, green, or black (must be predominantly white in color). <b>No</b> K-Swiss, Bugle Boy, Joy Walkers, British Knights, pumps, gels, airlifts, or similar items. <b>No</b> metal in shoes, including metal eyelets or zippers. <b>No</b> enhanced cushioning. <b>No</b> forefoot straps. <b>No</b> air pocket type of soles. <b>No</b> shoes with hidden compartments. <b>No</b> cleats or shoes with tread greater than ¼". <u>No shoelaces</u> . <b>No</b> sandals Only Velcro, slip-on and low top styles will be permitted.	\$75 in value.

## ACCEPTABLE INCOMING ITEMS LIST

ITEM	PERMITTED TYPE	NON-PERMITTED TYPE	Comments
Batteries	AA/AAA – Limited 20 per package.	NO RECHARGABLE BATTERIES	
Books/Magazines	Limited to 10 per package.	<b>No</b> material with Martial Arts, Hunting or Violence <b>No</b> “Maxim”, “Stuff”, “Shot Gun News”, or “Wired” magazines.	<b>NO</b> HARD-BOUND BOOKS. PER AD 610.3
Hobbies	Playing cards, Foil packaging will be removed from all trading cards Tarot cards, no larger than 5.25 inches by 3.75 inches.	<b>No</b> dominoes. <b>No</b> toys of any kind. <b>No</b> board games. <b>No</b> art supplies. <b>No</b> arts and crafts items. <b>No</b> Magic Cards or collectible trading cards. <b>No</b> stickers. <b>No</b> adhesive labels.	
Photos/Photo Albums	Photo album without metal Photos to be reviewed by Unit Supervisor	<b>No</b> photos of patients alone or other patients <b>No</b> photos of patient’s victims.	Photographs containing the patient are subject to review and refusal by DPS.
Plastic Ware	20 oz Tumbler/Cups and 12 oz. Bowls Flexible plastic only Maximum 2 tumblers and 2 bowls	<b>No</b> thermos cups. Not to exceed 6” in diameter. <b>No</b> lids.	
Sunglasses and Eyeglasses	Plastic sunglasses only. Non-Prescription eyeglasses.	<b>No</b> metal in sunglasses. <b>No</b> mirrored lenses. <b>No</b> lenses that are too dark to assess the patient’s eyes.	

### Package limitations:

Incoming packages are limited to three (3) packages per patient per calendar quarter for the first three (3) quarters of the year:

January 1 – March 31

April 1 – June 30

July 1 - September 30

During the fourth (4<sup>th</sup>) quarter of the year, incoming packages are limited to four (4) vendor packages.

October 1 – December 31

## ACCEPTABLE INCOMING ITEMS LIST

### APPROVED VENDOR LIST PACKAGE PROGRAM

1) Access Securepak	PO Box 50028, Sparks, NV 89435-0028— PH # (800) 546-6283 <a href="http://www.californiaqjp.com">www. californiagjp.com</a> ; <a href="http://www.accesscatalog.com">www.accesscatalog.com</a>
2) 8 Track Shack	11610 Richardsville Rd, Brookville, PA 15825 – PH# (814) 328-2172 <a href="http://www.8-track-shack.com">www.8-track-shack.com</a>
3) Mike's Better Shoes	1256 Haddonfield-Berlin Road, Voorhees, NJ 08043 PH # (856) 767-1300 <a href="http://www.mikesbettershoes.com">www.mikesbettershoes.com</a> MIKE'S BETTER SHOES CAN BE ORDERD FROM GOLDEN STATE PACKAGES CATALOG.
4) Eastbay	PO Box 8066 Wausau, WI 54402-8066—PH # (800) 826-220 <a href="http://www.eastbay.com">www.eastbay.com</a> (FOR THE PURCHASE OF HATS AND SHOES)
5) Hamilton Booksellers	PO Box 5010, Falls Village, CT 06031-5010—no phone number <a href="http://www.hamiltonbook.com">www.hamiltonbook.com</a> (FOR THE PURCHASE OF BOOKS)
6) Music by Mail	(718) 369-6982 <a href="http://www.musicbymail.net">www.musicbymail.net</a> email: customerservice@musicbymail.net
7) Golden State Care Package	212 East Rowland Street # 424, Covina, CA 91723—PH (866) 387-9030 <a href="http://www.goldenstatecp.com">www.goldenstatecp.com</a>
8) Union Supply Direct	Dept.100, PO Box 9018, Rancho Dominguez, CA 90224-9018, PH# (866) 404-8989 <a href="http://www.californiainmatepackage.com">www.californiainmatepackage.com</a>
9) Walkenhorst's	540 Technology Way, Napa CA 94558 –PH# (800) 660-9255 or (707) 255-4412 <a href="http://www.Walkenhorsts.com">www.Walkenhorsts.com</a>

\* Not all items in catalogs offered by an approved vendor are permitted.

\* All items must comply with current hospital policies.

\* No upgraded items will be allowed as replacement by the Vendor/ Businesses/ Organizations.

**Items will only be accepted if shipped directly to DSHA - Atascadero from one of the approved Vendors/ Businesses/ Organizations. Patients or their families/friends can order approved items from these Vendors/Businesses/Organizations only.**

**Prior to submitting orders, for Vendor/ Businesses/Organizations purchases will be reviewed by the Unit Supervisor/ designee for appropriateness and compliance with policy. It is the responsibility of the individual to order approved items only. All items will be opened in the Package Room, in accordance with existing policies and procedures. Items that have “refrigerate after opening” and/or are received in contraband containers will NOT be accepted.**

**Inappropriate, non-approved, or contraband items will be returned to the Vendor/ Business/Organization at the patient's expense. Patient will have 45 days to mail item/items. Patients have the option to donate non-allowable items or to discard into contraband trash all non-allowable items. Remember, only items on the DSHA – Atascadero Incoming Approved Items List may be sent into DSHA – Atascadero.**

**Remember, only items that are on the DSH – Atascadero Incoming Approved Items List and NOT contraband may be ordered and sent into DSH - Atascadero.**

## ACCEPTABLE INCOMING ITEMS LIST

### APPROVED VENDOR LIST PACKAGE PROGRAM

#### APPROVED RELIGIOUS VENDORS

Revised 3/1/2018

Patients may order certain items from approved vendors which are listed below

- I. The following six religious vendors have been approved to accommodate the needs of the various religious denominations at DSH - Atascadero. Only Christian Book Distributors (CBD) was previously an approved vendor. The religious vendor sub-categories will now include:
  - A. **Native American** – Crazy Crow, P.O. Box 847, Pottsboro, TX 75076-0847 [www.crazycrow.com](http://www.crazycrow.com) (800) 786-6210  
Contact person: Native American Spiritual Leader
  - B. **Islamic** – IslamicBookstore.com, 3840 Bank Street, Baltimore MD 21224-2522 [www.islamicbookstore.com](http://www.islamicbookstore.com) (410) 675-0040  
Contact person: Muslim Chaplain
  - C. **Jewish** – Aleph Institute, 9540 Collins Avenue, Surfside, FL 33154 [www.aleph-institute.org](http://www.aleph-institute.org) (305) 864-5553  
Contact person: Rabbi
  - D. **Catholic** – Autom, 1013 Veterans Drive, Lewisburg, TN 37091 [www.Autom.com](http://www.Autom.com) (800) 521-2914  
Contact person: Chaplain
  - E. **Christian** – Christian Book Distributors, P.O. Box 7000, Peabody, MA 01961-7000 [www.christianbook.com](http://www.christianbook.com) (800) 247-4784  
Contact persons: Chaplains
  - F. **General** (Catholic, Protestant, Jewish, Muslim, Buddhist, Native American, Wiccan, etc.): Union Supply Direct, Religious Items Catalog, P.O. Box 9018, Rancho Dominguez, CA 90224-9018 Catalog orders may be placed by postal mail or by telephone at (866) 404-8989  
Contact persons: DSH - Atascadero Chaplains
- II. Only “allowable religious items” may be ordered by patients (See AD 618.1 Religious/Spiritual Items). No contraband items may be ordered or received.

#### Processing chain:

- A. A patient who wants to purchase a spiritual item contacts his religious leader and/or chaplain, and together they review the items in their approved Catalog(s).
- B. When an item is selected, the order form is completed and the chaplain gives it to the Chief of Recovery and Mall Services or his designee for review.
- C. The reviewed order form is sent to the patient's Unit Supervisor who assists him to complete the Withdrawal of Client's Funds form, send it to the DSH - Atascadero Trust Office, and notify the Patient Package Room to expect the order.
- D. When the item arrives in the Patient Package Room, the Package Room staff notify the unit and patient for pick-up.

DPS /Staff Liaison Officer; revised 03-1-2018